**EDUCATION ASSISTANCE PLAN**

**PRE-APPROVAL FORM**

*This form must be completed before beginning an eligible course.*

*Please fill out the form completely. Missing information will delay approval.*

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|       |  |       |
| EMPLOYEE NAME |  DATE**SEMSTER:** 🞎Fall🞎 Spring🞎Summer**LOCATION**: 🞎In Class 🞎Online 🞎Combination**LEVEL:** 🞎Associate 🞎Undergraduate 🞎Graduate |
|       |
| SCHOOL, COLLEGE OR UNIVERSITY |

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|       |
| PROGRAM |

COURSE TITLE AND COURSE NUMBER BEGINS (DATE) ENDS (DATE) CREDIT Hrs. COSTS

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| --- | --- | --- | --- | --- |
|       |       |       |       |       |
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\*Please attach an official description of your courses to this form from the granting educational institution.

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| TOTAL FEES and TUITION | **$**      |  TOTAL CREDIT HOURS |       |
|       |  |       |

VICE PRESIDENT SIGNATURE DATE

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**PLEASE READ**: Educational Courses and Programs which are eligible for the Education Assistance Program must relate directly to the employee’s current job with the College, be completed at a “C” or equivalent and funds for this program are awarded on a first come basis. Employees are limited to $1,000 per semester and $2,000 per fiscal year and a total of $4,000 over the duration of employment. The employee will pay all tuition and fees in advance, and then may receive reimbursement following successful completion of the course(s). Reimbursement is only made for the employee’s actual out-of-pocket expense, and not when the employee receives scholarships or grants from other sources. The amount reimbursed to the employee is paid separately from payroll, and under current tax law is not subject to payroll taxes. Expenses for travel, board, or other related expenses are not eligible for reimbursement. Training and staff development activities that are provided through the College’s internal training programs or processes are not included in the repayment requirement.

Upon completion of pre-approved courses, the employee will submit a "Request for Tuition Reimbursement Form." Along with this form, the requester will attach copies of receipts and transcripts or certificates showing that the courses were satisfactorily completed. These documents will be submitted to the Human Resource Office, who will compare the request with the pre-approval form prior to authorization for payment.

An employee’s Educational Assistance Program benefits end on the last day of employment with the College. Any request for reimbursement which is not submitted, with all required supporting documentation, on or before the last day of employment will not be eligible for reimbursement. I certify that the information given above is true and the falsification of this document could lead to termination.

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 EMPLOYEE SIGNATURE DATE

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| DO NOT WRITE BELOW THIS LINE |

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Human Resources Date of Approval or Denial

**🞎 Request Approved Amount Approved** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**🞎 Request Denied** because:

Submit the following to get reimbursed after completing the course(s):

1. Complete Check Request Form
2. Attach Proof of payment of tuition charges (i.e. student account statement of tuition charges and payments from the institution, copy of a canceled check, credit card receipt).
3. Attach Proof of Satisfactory Course Completion. Satisfactory Course Completion means that the employee has achieved a passing grade or course certificate

**🞎** Probationary/temporary employee

**🞎** School not accredited/Course not offered for credit

**🞎** Funding not available

**🞎** Maximum annual allowance received